



CROSSTALK

2000-04

OFFICE OF SECURITY AND EMERGENCY OPERATIONS

PREVENTING THE UNAUTHORIZED DISCLOSURE OF CLASSIFIED/SENSITIVE INFORMATION IN BRIEFINGS OR TECHNICAL PAPERS IN PUBLIC FORUMS

SUMMARY

Classified information was inadvertently included in an unclassified briefing and in an associated unclassified technical paper presented at a recent conference.

BACKGROUND

A technical briefing was presented at a conference that contained information pertaining to certain protection capabilities at DOE facilities. After the briefing some attendees expressed concern that parts of the briefing may have contained classified information. An announcement was made to those who saw the briefing to protect the information as Unclassified Controlled Nuclear Information (UCNI).

Upon review the Office of Nuclear and National Security Information determined the information was classified. Further discussions with topical area experts and management determined that one part of a slide was classified and required protection.

An undetermined number of briefing and technical paper hard copies were made and distributed throughout the conference area. Additionally, the technical paper was transmitted extensively over e-mail prior to the conference. Attempts were immediately made to account for distributed copies and to inform receivers to protect the documents as classified. However, it was impossible to determine full distribution.

LESSONS LEARNED and OBSERVATIONS

- It is DOE policy to ALWAYS review information for classification and sensitivity.

- **Have information reviewed by an Authorized Derivative Classifier; if there is any question of information sensitivity or classification, request another review by an Authorized Classifier. If possible, include classification review by someone not directly associated with the material to obtain a different perspective.**
- **Take extra caution and care when preparing information by knowing the full extent or potential scope of information distribution.**
- **Remember that the consequences of unauthorized disclosure are serious and the damage caused by dissemination at an open forum or via e-mail can be considerable.**
- **Be prepared to mitigate any damage done from an unauthorized disclosure by having the expertise and resources available for information recovery, to conduct damage assessment, and to resolve associated internal and external issues related to the incident.**

RECOMMENDATIONS

- **DO NOT PREPARE MATERIAL AT THE LAST MOMENT. Allow enough time for a thorough review to assure that all information is properly prepared, protected, and marked.**